

# Background Check Determination Letter Procedure For Informal Providers

To receive a determination letter it will require **THREE STEPS:**

1. **The First Step** is to register with Gemalto/Cogent at [https://pci.aps.gemalto.com/gaperlpub/landing\\_page\\_1.pl](https://pci.aps.gemalto.com/gaperlpub/landing_page_1.pl)
  - a. Click the DEPARTMENT OF EARLY CARE AND LEARNING (DECAL) button.
  - b. Click REGISTER TO BE FINGERPRINTED button.
  - c. The default language is English. You can choose another language if English is not your first language.
  - d. Read the Non-Criminal Justice Applicant's Privacy Rights and Privacy Act Statement. Check the box "I have read and accepted these terms" and Continue.
  - e. On the APPLICANT REGISTRATION page, complete all fields highlighted in yellow.
  - f. In the REASON drop down menu select "DECAL-Daycare Director/Employee"  
(**Note: Selecting the wrong REASON CODE will result in your fingerprints being rejected and you will lose your money if you fingerprint under the wrong code. DO NOT SELECT DECAL-Employment (State Employees) Reason Code.**)
  - g. Do Not Check the box "Fingerprint Card User". Gemalto/Cogent locations will not be able to do the LiveScan. This is only used for applicants that live outside the state of Georgia and cannot be fingerprinted at a Gemalto/Cogent location in Georgia.
  - h. Once you have completed the application, click the CONTINUE button.
  - i. Verify that all your information is correct, click the CONTINUE button.
  - j. You have reached the payment page.
    - For Credit Card Payments enter your credit card information and billing address information.
    - For Direct Bill Payments enter the paying agency information in the highlighted fields on the right side of the screen.
    - For Money Order Payments, purchase your money order in the amount of \$48.25 and pay this fee at an authorized Gemalto/Cogent location. (**Note: Cash is not accepted at Fingerprinting Locations.**)
  - k. Click the PAY button to process your payment.
  - l. From the confirmation page print or e-mail a copy of your Registration Receipt to yourself. It contains the Registration ID (GA\_\_\_\_\_ with 15 characters) which will be required for the DECAL Koala application and to show when you fingerprint.
2. **The Second Step** is to complete a Koala Application that gives DECAL the Legal Authority to read your results that are sent from Gemalto/Cogent and issue the determination letter. **Only Use Internet Explorer** when entering a DECAL Koala application. The Koala Application is completed by the licensed center or by the individual. The center will enter the electronic application in their DECAL Koala account. An individual can enter an application electronically and it is sent to the center for approval. The individual application process is:
  - a. Click on <https://decalkoala.com/CBCApplication>
  - b. You will search for MAXIMUS, INC. Their Provider Number is SUPP-46157. Only enter **one** field from the four options (Provider Number, Facility Name, Facility City, or Facility Zip). Entering multiple fields will really slow the search down!
  - c. Select your facility from the choices that are found.
  - d. You will now need your Gemalto/Cogent Registration ID (GA\_\_\_\_\_ ) for the application.
  - e. Complete the application.
  - f. Check the blue box and type your name.
  - g. Click "Authorize Comprehensive Background Check Application".
3. **The Third Step** is to go to an authorized Gemalto/Cogent Fingerprint Location to be fingerprinted.
  - a. You can find an authorized location at <https://www.aps.gemalto.com/ga/index.htm>
  - b. Under Helpful Links click on "Find A Fingerprint Location".
  - c. Click your region of the State and search by county.
  - d. Go get fingerprinted.

If you have any questions please contact the DECAL's Criminal Records Unit at 1 (855) 884-7444.

# **GEMALTO/COGENT APPROVED IDENTITY VERIFICATION DOCUMENTS**

\*Gemalto/Cogent requires current, valid and unexpired picture identification documents

## **PRIMARY DOCUMENTS**

As a primary form of picture identification one of the following will be accepted at the Gemalto/Cogent Fingerprint Location:

- State Issued Driver's License with Photograph
- State Issued Identification Card with Photograph
- US Passport with Photograph
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2) with Photograph
- Government Issued Employee Identification Card with Photograph (includes Federal, State, County, City, etc.)
- Tribal Identification Card with Photograph

## **SECONDARY DOCUMENTS**

In the absence of one of the above Primary Documents, applicants may provide one or more of the following Secondary Documents, along with two of the supporting documents listed below:

- State Government Issued Certificate of Birth
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- NS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

## **SUPPORTING DOCUMENTS**

Must be supported by *at least two* of the following:

- Utility Bill (with current address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Certificate of Naturalization (N550)
- Current Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement